

Executive Committee Meeting

May 14, 2021, 8:30am
City/County Building, Room 303,
555 South 10th St, Lincoln, NE, 68508





Empowering Nebraskans to achieve economic independence
and thrive in work and life
in partnership with local employers.

ACCOMMODATION NOTICE

The Workforce Innovation and Opportunity Act is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participation in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

Leirion Gaylor Baird, Mayor

EXECUTIVE COMMITTEE MEMBERS

Tim Bornemeier

Fiserv
Chairperson

Ashley Krajewski

Fiserv

Randy Sterns

IBM

Carol Swigart

Hillaero Modification Center
Vice Chairperson

Rod Armstrong

AIM

Jessica Bergmann

Nebraska VR

Julie Panko Haberman

Lincoln Electric System
Secretary

Jane Goertzen

Crete Carrier Corporation

STAFF

Dylan Wren

Workforce Administrator

Jen Eloge

Fiscal Agent

Kate Bolz

Mayor's Office

Andy Huls

One Stop Operator

Margaret Blatchford

Attorney's Office

Cherisa Price-Wells

Regional Director

Amber Knapp

Project Director

Shirley Carlson

Compliance Coordinator

Wendy Sieler

Workforce Program Coordinator

There are 8 members. Quorum for this meeting is 5.

Executive Committee Agenda

May 14, 2021, 8:30am

City/County Building, Room 303, 555 South 10th St, Lincoln, NE, 68508

Tim Bornemeier, Chair
Leirion Gaylor Baird, Mayor

- | | |
|-------------------------------------------------|----------------------|
| 1. Call to Order | Tim Bornemeier |
| 2. Roll Call | Julie Panko Haberman |
| 3. Notice of Publication/ Open Meetings Act | |
| 4. Approval of Minutes* | Tim Bornemeier |
| 5. One-Stop Operator Contract* | Rod Armstrong |
| 6. Youth Program Contract* | |
| 7. Adult & Dislocated Worker Programs Contract* | |
| 8. Upcoming Meetings | Tim Bornemeier |
| 9. Chairperson's Remarks | |
| 10. Public Comment/ Adjournment | |

* voting by roll call required

3. Notice of Publication/ Open Meetings Act

Published May 7, 2021 in the Lincoln Journal Star

The Greater Lincoln Workforce Development Board's Executive Committee will meet on Friday, May 14, 2021 at 8:30 a.m. at the City/County Building, Room 303, 555 South 10th St, Lincoln, NE, 68508. The agenda will be kept continually current and is available for public inspection at the principal office at 555 South 10th Street, Suite 361, Lincoln, Nebraska and online: <https://app.lincoln.ne.gov/city/mayor/workforce/index.htm>. Agenda items will include review and award of WIOA Title 1B contracts, budget for Program Year 2021, and site selection for the American Job Center.

The Workforce Innovation and Opportunity Act (WIOA) is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

4. Approval of Minutes

Meeting Minutes – Executive Committee

Thursday, February 25, 2021

Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 or via Zoom: <https://lincolinne.zoom.us/j/6899253335>

10:30 AM CST

1. Call to Order

Chair Tim Bornemeier called the meeting of the Greater Lincoln Workforce Development Board's Executive Committee at approximately 10:30 a.m. on Thursday, February 25, 2021.

2. Roll Call:

Julie Panko Haberman called the roll to establish a quorum. A quorum was established with 7 out of 8 members.

Present (7):

Tim Bornemeier (Chair)*

Jessica Bergmann

Julie Panko Haberman (Secretary)*

Carol Swigart* (Vice Chair)*

Jane Goertzen*

Randy Sterns *

Ashley Krajewski*

Absent (1):

Rod Armstrong

*Present via Zoom.

Staff and Guests:

Cherisa Price-Wells, Regional Director, Equus

Andy Huls OneStop Operator, Equus

Amber Knapp, Project Director, Equus

Lori Loseke, Accountant, Equus*

Shirley Carlson, Compliance Coordinator, City of Lincoln*

Dylan Wren, Workforce Administrator, City of Lincoln

Jen Eloge Fiscal Agent, City of Lincoln

Margaret Blatchford, Attorney, City of Lincoln*

Wendy Sieler Workforce Program Coordinator, City of Lincoln*

Kate Bolz, Mayoral Aide for Economic Development*

3. Notice of Publication:

Julie read the notice of publication. Adequate legal notice of this meeting was published in the Lincoln Journal Star on February 11, 2021 and was posted on the City of Lincoln's website and on the Board's webpage. Let the record reflect that the notice was published in accordance with the open meeting law requirement. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from the administrative staff.

4. Approval of Minutes*

Executive Committee members received meeting minutes for review. Tim asked if there were corrections to the minutes. No corrections were recommended. Tim asked for a motion from the Executive Committee to approve the June 18, 2020 meeting minutes. Moved by Carole Swigart, seconded by Randy Sterns. Members indicated unanimous approval by voice vote and the motion passed approving the minutes.

5. Local and Regional Plan*

A digital copy of both the Regional and Local plan were sent to the Workforce Board on February 19, 2021.

Local Plan

Dylan Wren, Administrator of Workforce Services, presented information on the Local Plan for the Greater Lincoln Workforce Development Area. The Local and Regional Plan were sent out the Board the week prior to the meeting. Dylan noted that the Regional Plan could be found at www.lincoln.ne.gov/workforceplan. Paper copies were also available to the public at the meeting. The plans will be open for public comment for 30 days.

The Regional Plan

Wendy Sieler provided an update to the Executive Committee on the Regional Plan. In previous years, each local area has written their own regional plan. This time, the Governor designated a single statewide

planning region. The Regional Plan is a state-wide plan that was created in collaboration between Greater Lincoln, Greater Nebraska, and Greater Omaha. This plan can also be found at www.lincoln.ne.gov/workforceplan.

Public Hearing

A public hearing will be hosted on March 1, 2021 to solicit comments from the public. The public may also comment on the plan during this meeting. Comments will be incorporated into the plan. The public comment period will end March 30, 2021. The plans will be submitted to the Nebraska Department of Labor on April 1, 2021.

Tim asked for a motion from the Executive Committee to approve the Regional and Local plans for July 1, 2021 to June 30, 2025 and designate Dylan Wren, Workforce Administrator to submit the plans on behalf of the workforce board and mayor. Moved by Ashley Krajewski, seconded by Jane Goertzen. The motion passed by roll call vote 7-0 with 1 absent.

6. Incumbent Worker and Customized Training Funds*

Dylan updated the Executive Committee on Incumbent Worker and Customized Training Funds.

Customized Training is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire an individual or group of individuals upon successful completion of the training. Customized training may be provided for an employer or group of employers when the:

- employee or group of employees are not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment;
- training relates to:
 - introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy; or
 - other appropriate purposes identified by the board.

The Board maintains flexibility to ensure that customized training meets the unique needs of the job seeker(s) and employer(s). The employer must pay for a significant portion of the cost of training. These will be defined as outlined under the IWT section of this policy.

Incumbent Worker Training (IWT) is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. IWT is not permitted to be used to provide the occupational training needed by a new hire. IWT can be used to either:

- Help avert potential layoffs of employees, or
- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less skilled employees.

IWT services must be conducted with a commitment by the employer to retain or avert the layoffs of the workers trained.

The Board can use up to 20% of its Adult and Dislocated Worker program funds to provide for the federal share of the cost of providing IWT. The 20% can be used for IWT activities that are programmatic in nature, as administrative activities must be paid out of the Board's administrative funds.

Tim asked for a motion from the Executive Committee to:

- Provide customized training funds for Tabitha Health Care Services and other healthcare providers by covering 50% - 90% of the cost of training. The employer will be responsible for contributing 10%-50% of the training cost. The contribution is not to exceed \$6,000.
- Provide incumbent worker training funds for Tabitha Health Care Services and other healthcare providers by covering 50% - 90% of the cost of training. The employer will be responsible for contributing 10%-50% of the training cost. The contribution is not to exceed \$6,000.

Moved by Carole Swigart, seconded by Randy Sterns. The motion passed by roll call vote 6-0 with 2 absent.

7. Transfer of Funds

The Committee was scheduled to vote on to transfer \$100,000 of Dislocated Worker funds to the Adult program funds. At this time the Adult Program has enough funds to cover program expenses and that transfer is no longer needed.

8. Website Redesign*

Tim asked Dylan to provide an update to Executive Committee on the website redesign.

The workforce board during their July 30, 2020 authorized the release of a Request for Proposal (RFP) for the redevelopment of our website. The Website Redesign Committee has completed their review of the proposals and has found Andi Sites to be the lowest, responsible, responsive bidder. Work on the creation of the site will start immediately and is scheduled to be completed before August 1, 2021.

Tim asked for a motion from the Executive Committee to award the website redesign contract to Andi Sites. Moved by Ashley Krajewski, seconded by Jane Goertzen. The motion passed by roll call vote 6-0 with 2 absent.

9. PY20 Q2 Performance Outcomes

Dylan provided an update to the Executive Committee on PY20 Q2 Performance Outcomes.

The service provider team has been working to improve performance. While there are several different goals that are below 90%, there have been improvements since last quarter. Tim asked what has attributed to this increase over the last. The Equus team is actively working to cleanup caseloads, exiting individuals who should already have been exited and is working to ensure proper documentation of casefiles.

10. Upcoming Meetings and Events

Tim discussed upcoming meeting and events.

11. Chairperson's Remarks

Announcements:

American Job Center Request for Proposals (RFP) Update: the AJC relocation committee is currently in review of the 2nd round of proposals.

Service Provider Request for Proposals (RFP) Update: a committee to review Service Provider RFPs has been established. Members of that committee are: Rod Armstrong, Kate Bolz, Travis Beck, Joshua Redfield, and Dylan Wren.

12. Public Comment/Adjournment

Tim asked for Public Comment, there was none. With no further discussion, Tim asked for a motion to adjourn the meeting of the Executive Committee. Carol Swigart moved, seconded by Randy Sterns. Members indicated unanimous approval by voice vote and the motion passed.

The meeting of the Greater Lincoln Workforce Development Board's Executive Committee was adjourned at 11:21 a.m. Thursday, February 25, 2021.

8. Upcoming Meetings & Events

Date	Meeting	Location
June 17, 2021 at 8:30	Executive Committee	City/County Building, City Council Chambers, 555 South 10th St, Lincoln, NE, 68508
June 10, 2021 at 3:30	<i>Workshop:</i> Registered Apprenticeships	Zoom
July 1, 2021	PY21 Service Provider Contracts Start	
July 15, 2021 at 9:00	Compliance & Accountability Committee	Zoom
July 15, 2021 at 10:30	Strategic Initiatives Committee	Zoom
July 29, 2021 at 8:30	Board – PY21Q1	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
August 1, 2021	Move into new American Job Center	
September 16, 2021 at 3:00	<i>Workshop:</i> Economic Development with Kate Bolz	Zoom
October 14, 2021 at 9:00	Compliance & Accountability Committee	Zoom
October 14, 2021 at 10:30	Strategic Initiatives Committee	Zoom
October 28, 2021 at 10:30	Board – PY21Q2	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
December 16, 2021 at 3:00	<i>Workshop:</i> Customized Training	Zoom
January 13, 2022 at 9:00	Compliance & Accountability Committee	Zoom
January 13, 2022 at 10:30	Strategic Initiatives Committee	Zoom
January 27, 2022 at 8:30	Board – PY21Q3	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
March 10, 2022 at 3:00	<i>Workshop:</i> Individualized Career Services	Zoom
April 14, 2022 at 9:00	Compliance & Accountability Committee	Zoom
April 14, 2022 at 10:30	Strategic Initiatives Committee	Zoom
April 28, 2022 at 8:30	Board – PY21Q4	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510